

## **Temporary Salary Reduction (TSR) HR & Payroll Q&A**

### **PART A – TSR Payroll Questions:**

#### **1. Do we need to notify all of our employees individually of the 3 percent salary restoration?**

This is an individual agency decision; however, at a minimum we recommend sending a message to all employees who received the reduction and including a copy of the notification in their personnel files. SHRD will provide a sample communication to the HR Directors.

#### **2. When will the 3 percent restored (pre-July 1, 2011) compensation table be displayed on the employees' Basic Pay record (Infotype 0008)?**

The restored salary for indirectly valuated employees will be displayed on the Basic Pay Infotype 0008 on June 25, 2013. The restored salary for directly valuated employees will be displayed on the Basic Pay Infotype 0008 on June 20, 2013.

#### **3. How will directly valuated employees' salary (WMS, Exempt or employees not paid on a salary schedule) be updated?**

On May 30, 2013, Enterprise Services provided agencies a report that identifies directly valuated employees (WMS, Exempt, or employees not paid on a salary schedule) who were subject to the 3 percent salary reduction. DES will run an automated process to restore the salaries of qualifying directly valuated employees affected by the 3 percent reduction.

#### **4. Will HRMS stop adjusting the overtime and leave cash out rate for employees who had the salary reduction?**

Yes, the 3 percent restoration factor that has been applied to the affected wage types based upon the employee's collective bargaining agreement or civil service rules will no longer be in effect.

#### **5. In what order will actions happen in the system (for example, if a periodic increment increase occurs on same effective date as the salary restoration)?**

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Indirectly valuated employees (employees paid based on salary range and step according to the compensation plan) will not have a new Basic Pay record (Infotype 0008) created for the salary restoration. The adjusted salary is reflected based on the changes to the compensation plan effective June 30, 2013.

However, a new Basic Pay record (Infotype 0008) is created for any employee receiving a periodic increment to reflect the new level (step). This will occur the first night of payroll (end of Payroll Day1) for the July 25, 2013 payroll. The salary displayed on Infotype 0008 is reflected for the new level (step) based on the salary grid. Since a new Basic Pay record (Infotype 0008) is only created by the periodic increment process, the order of the actions doesn't make a difference in the system.

### **6. Will the WMS bands and exempt bands be increased?**

Only WMS and Exempt salaries on the Basic Pay Infotype 0008 were reduced. The WMS and Exempt bands were not affected.

### **7. Is there anything we need to do for salaried employees to pay them appropriately since they will have two salary rates in the pay period?**

You will need to enter the work schedule substitutions for salaried 24/7 employees only since two rates of pay will exist for the June 16-30 pay period. To assist agencies with ending the 3 percent TSR, DES has enhanced HRMS functionality to allow entering schedule substitution records for multiple employees within one transaction – Fast Entry of Time Data (PA71).

### **8. Is there anything Gap 1 agencies will need to do to pay employees appropriately?**

Gap 1 agencies reporting time at the summary level will need to break out any hours worked on June 30, and include an entry for June 30 in cases where time exists.

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### **PART B – TSR Leave Questions:**

#### **9. What happens to unused TSR leave that expires on June 30, 2013?**

TSR leave that expires is forfeited just like excess vacation leave is forfeited on the employee's anniversary date. However, employees may carry forward up to 16 hours of TSR leave that must be used before Sept. 1, 2013. The process for extending the TSR leave in HRMS will include:

- DES extending the general TSR leave end date to 8/31/13.
- On day 4 of payroll processing for the July 10 payroll, DES programmatically removing any hours over 16 from employee TSR leave balances.

Employees covered by the Teamsters Local Union 117 collective bargaining agreement may carry forward their entire TSR leave balances until March 1, 2014.

#### **10. Do agencies need to remove the TSR leave date type?**

The TSR Leave Date type does not have to be removed from the Date Specifications Infotype 0041 but it can be removed with a Start Date of 06/30/2013 if the agency needs additional lines for other date types.

#### **11. If an employee has a TSR leave balance and separates from state service prior to 9/01/2013, or 3/1/2014 for employees covered by the Teamsters Local Union 117 collective bargaining agreement, will the employee be cashed out for any remaining TSR leave?**

No, TSR leave cannot be cashed out.

#### **12. Will the existing absence types in HRMS specifically for TSR leave still be used for TSR leave taken after June 30, 2013?**

Yes, the current TSR leave absence types will continue to be used for any TSR leave taken through 8/31/2013, or 3/1/2014 for employees covered by the Teamsters Local Union 117 collective bargaining agreement.

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### 13. Can TSR leave be donated as shared leave?

TSR leave cannot be donated as shared leave or to a shared leave pool.

### 14. What is the timeline for ending TSR leave and the required actions for both Enterprise Services and agencies?

Who Performs Action?	When	Action
DES	4/23/13	Implemented a program to extend the TSR Leave to 8/31/2013 (2/28/2014 for Teamsters). – <b>Complete</b>
DES	5/4/13	Executed program to extend the end date of the TSR quota.- <b>Complete</b>
Agency	Ongoing	Inform employees that TSR leave can be requested and approved through ESS or HRMS for the 7/1/13 to 8/31/13 timeframe starting May 5th.
Agency	Current – 7/4/13	Monitor employees' TSR balances by executing the <b>Attendance System Change Report</b> transaction (ZHR_RPTTM084) to notify those employees at risk of losing TSR leave hours in excess of 16 hours.
Agency	Current –7/4/13	Until the TSR leave balance has been systematically reduced, monitor any TSR leave submitted for 7/1/13 or after to ensure no more than 16 hours is submitted. <b>NOTE:</b> Until the quota is reduced on July 4 the system will allow an employee to request more than 16 hours of TSR leave, including requests for July 1 through 3. <b>For agencies using ESS</b> for leave requests: Ensure managers and supervisors understand that balances will not be reduced until July 4. This means employees will still see balances in excess of 16 hours on July 1.
Agency	After 6/30/13	Do not use Date Type 27 TSR LV Eligibility for any future Date Specification Records (IT0041) effective 07/1/2013.  <b>NOTE:</b> It is important that the Date Type for TSR LV Eligibility is effective through 06/30/2013.
DES	7/4/13	DES will run a process to reduce TSR leave balances. -- Employee will see the reduction (if applicable) on their July 25 earning statement or through the ESS Leave Tool on 7/4/2013 once the TSR process has completed. -- DES will provide agencies with a list of employee whose balances have been reduced and errors that occurred during the

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<b>Who Performs Action?</b>	<b>When</b>	<b>Action</b>
		process.

**15. What is the timeline for restoring the 3 percent salary reduction and the required actions for both Enterprise Services and agencies?**

<b>Who Performs Action?</b>	<b>When</b>	<b>Action</b>
<b>DES</b>	<b>3/26/13</b>	Work schedule substitutions added to the Fast Entry (PA71) menu in HRMS. – <b>Complete</b>
<b>Agency</b>	<b>3/26/13 - Ongoing</b>	Review salaried 24/7 employees to determine work schedule for the 6/16 to 6/30/13 pay period. Timing to enter work schedules into HRMS is at agency's discretion but must be completed by 7/3/2013.
<b>DES</b>	<b>5/29/13</b>	Distribute a list of employees that are Directly Valuated on Basic Pay Infotype 0008 for agencies to review.
<b>Agency</b>	<b>5/29/13 – 6/14/13</b>	Review the list of employees Directly Valuated on Basic Pay Infotype 0008 provided by DES and return any additions or removals to DES by <b>6/14/13</b> .
<b>DES</b>	<b>6/20/13</b>	Run a process to update Directly Valuated employee salaries based on agency's list provided back to DES.
<b>DES</b>	<b>6/21/13</b>	Distribute the results of the update of Directly Valuated employees to agencies.
<b>DES</b>	<b>6/25/13</b>	Restore the temporary salary reduction to the salary tables effective 6/30/13.
<b>Agency</b>	<b>7/3/13</b>	Complete entering of work schedule substitutions for 24/7 salaried employees for the 6/16 to 6/30/13 pay period.
<b>Agency</b>	<b>7/3/13</b>	Gap 1 agencies reporting time at the summary level will need to break out any hours worked on June 30, and include an entry for June 30 in cases where time exists.